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ABSTRACT

Intended to describe the library instruction course offered by the Learning Resource Center (LRC) at Tennessee's Tri-Cities State Technical Institute in Blountville, this package contains an outline of the program, three sample pathfinders in technical subjects, an LRC guide, a sample LRC evaluation questionnaire, and a script for an instructional slide presentation. (FM)

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BIBLIOGRAPHIC INSTRUCTION THROUGH THE
RELATED STUDIES DIVISION IN VOCATIONAL
EDUCATION: LRC GUIDE, PATHFINDERS AND
SCRIPT FOR SLIDE PRESENTATION

by

Barbara Shearer
Harold Smitter
Linda Perry

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TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

BIBLIOGRAPHIC INSTRUCTION
THROUGH THE RELATED STUDIES DIVISION IN VOCATIONAL EDUCATION:
LRC GUIDE, PATHFINDERS AND SCRIPT FOR SLIDE PRESENTATION

By Barbara Shearer, Harold Smitter, and Linda Perry
Learning Resource Center
Tri-Cities State Technical Institute
Blountville, Tennessee

Tri-Cities State Technical Institute, located in the north-east corner of Tennessee, has an enrollment of 1,800 students. Curriculums include: Automotive Service Technology, Data Processing Technology, Banking Technology, Accounting Technology, Secretarial Science Technology, Chemical Technology, Drafting Design Technology, Electrical Technology, Electronic Engineering Technology, Heavy Truck Maintenance Technology, Industrial Engineering Technology, Industrial Maintenance Technology, Machine Tool Technology, Mechanical Engineering Technology, and Welding Technology.

Tri-Cities State Tech also works closely with local industries to provide specialized instruction and training of employees. The Institute offers both day and evening classes and is experiencing an upsurge in enrollment. All students commute to the Institute, therefore using the LRC for coursework, study and personal reading interests.

The Learning Resource Center is a service available to faculty, staff and students. However, if the LRC assumes a passive role by simply making itself "available" to its patrons, it is failing miserably in its mission. By providing bibliographic instruction through the Related Studies Division, specifically English and Technical Writing courses, the LRC can play a much more active role in drawing students into the library.

The main purpose of bibliographic instruction is to familiarize students with the LRC and to make them feel comfortable in using the facility. If they feel confident that they know where to begin to look for information, they will be able to walk into our library with assurance. It is also important for students to recognize the library as an information center, not only for their coursework, but also as a source of up-to-date information and statistical data which will prove essential in their workplace after receiving degrees. If a student learns how to use our library, he or she will be able to walk confidently into a company library or public library and know the right questions to ask or

(1)

Academic libraries have only recently incorporated bibliographic instruction programs into their curricula. Every library seems to go through stages, much as we have, in trying to maintain the methods of instruction which prove successful and scrapping those which somehow have made no impact on the group. However, it is a fairly well-accepted fact that unless the library instruction relates in some concrete way to coursework or a course project, the students tune-out the instruction because it simply isn't of interest to them. It has even been argued that the instruction is a waste of time until students are in upper-level courses where they will be required to do extensive research. In our instruction, however, we make a student aware of the complexities and rationale behind locating information. This degree of awareness will help him or her enormously when the need to find answers to questions does arise. To know that reference books, periodical indexes, and government documents exist, for example, is the first step towards being able to use them.

The Learning Resource Center staff has tried a couple of methods in an effort to continually improve the effectiveness of our bibliographic instruction. Fall Quarter 1980 we gave 45-minute orientation sessions using transparencies and showing the Library of Congress Subject Headings volumes and various reference books. Although it was very thorough, we felt that the students simply weren't interested and couldn't visualize the examples. We were unable to bring classes into the library for instruction because of the size of the library and the problem of bothering other students who were trying to study. Our instruction centered around a search procedure for locating information in a specific curriculum. We had compiled a series of Pathfinders to several curricula offered at the Institute, such as Data Processing, Drafting, Welding, Industrial Maintenance and so on. (See attachment A) Each Pathfinder contained subject headings used in the card catalog, subject headings used in Readers' Guide, and names and call numbers of reference books on the subject. Students were instructed to use a Pathfinder as a starting point for their research and through bibliographic instruction were given methods to create their own search procedures similar to those we employed in compiling Pathfinders. An LRC guide was also provided which included information on the policies and rules of the library as well as tips for using the card catalog. (See attachment B)

Even though we felt we had a well-organized plan and supporting material for student use, we noticed that students were still having difficulty visualizing the examples. At the end of the quarter we handed out questionnaires to the classes that had received the instruction and our most common complaint dealt with this deficiency. (See attachment C)

While we realized that students were equally disinterested in already packaged bibliographic instruction programs such as filmstrips on the use of Readers' Guide and the Library of Congress Classification System, we felt that if we were to produce our own tailor-made slide presentation we could bridge the gap between a classroom narrative and actual library experience. Following the same program we had used during Fall Quarter, we took slides of our library using examples from the card catalog, Library of Congress Subject Headings and Readers' Guide. (See attachment D for script of slide presentation) Please note that the script is only an outline provided for the person administering the instruction. Each lecture is unique and the actual instruction varies with the librarian who is lecturing.

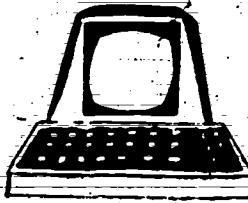
By delivering the narrative personally, we each felt that we had much more freedom in discussing specific points which were in need of further explanation. We noticed a vast difference in the degree of attentiveness by the students and we were asked more questions from the group.

As a follow-up, some of the instructors assigned short library projects which brought students into the library. This method seemed especially effective because students felt they had a reason to listen and to come into the library. We realize that there is a need for continual improvement and we are handing out questionnaires at the end of each quarter for additional feedback.

Next quarter, we will be improving our bibliographic instruction program by offering 10 weeks of instruction through a technical writing class. We will lecture one day a week, following an outline which covers all aspects of information storage, organization and retrieval. We feel that since the instruction will relate directly to library assignments as well as to a research paper assigned by the instructor, it will be more meaningful and useful to the student. If we find that such instruction is successful, we will offer it to other instructors.

A

MICROPROCESSORS AND MINICOMPUTERS Pathfinder to the Learning Resource Center



BOOKS

Books dealing with Microprocessors and Minicomputers can be located in the Subject section of the card catalog under the following subject headings:

COMPUTER INTERFACES
MICROCOMPUTERS
MICROELECTRONICS

MICROPROCESSORS
MINICOMPUTERS

Computer models, by name: INTEL 8080/8085/8086 (COMPUTER)
TRS-80 (COMPUTER)
ZILOG MODEL Z-80 (COMPUTER)

Please note that most of the above subject headings are further subdivided in the card catalog.

Additional books of interest can be located in the Author-Title section of the card catalog under "Bugbook." This is a series of books specifically about minicomputers and microprocessors.

Common call letters and numbers dealing with Microprocessors and Minicomputers include:

QA 76.5 thru QA 76.8 TK 7881 thru TK 7895

Use these call letters and numbers for browsing through the shelves.

PERIODICALS

Primary periodicals dealing with Microprocessors and Minicomputers include:

Byte
Electronics
On Computing

Popular Electronics
Popular Science
Radio-Electronics

MICROPROCESSORS AND MINICOMPUTERS - Pathfinder, Cont'd.

Journal articles and other literature on Microprocessors and Minicomputers are indexed in Readers' Guide to Periodical Literature under the following subjects:

Computer Industry	Microcomputers
Computer Programming	Minicomputers
Computers--Home Use	

Be sure to use "SEE ALSO" references!

REFERENCE BOOKS

Ralston, Encyclopedia of Computer Science
(Ref QA 76.15 .E48 1978)

Sippl, Computer Dictionary and Handbook
(Ref QA 76.15 .S512)

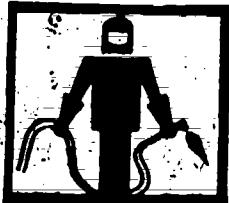
Sippl, Microcomputer Dictionary and Guide
(Ref TK 7885 .A2 S56 1976)

Weik, Standard Dictionary of Computers and Information Processing
(Ref QA 76.15 .W4 1977)

Please ask for help when doing your research. We will be glad to help you with the card catalog, Readers' Guide, and in locating the materials you need.

Compiled by Barbara Shearer
October, 1980

A



WELDING TECHNOLOGY INCLUDING NON-DESTRUCTIVE TESTING

Pathfinder to the Learning Resource Center

BOOKS

Books dealing with Welding Technology can be located in the card catalog under the following subject headings:

ENGINEERING INSPECTION
METALLOGRAPHIC, METALLOGRAPHY
METALLURGY
METALS-- (various subheadings)
NON-DESTRUCTIVE TESTING (see
specific types)
PENETRANT INSPECTION

RESIDUAL STRESSES
STEEL-- (various subheadings)
STRENGTH OF MATERIALS
WELDED JOINTS
WELDED STEEL STRUCTURES
WELDERS (PERSONS)
X-RAYS

For additional subject headings, consult the Welding Pathfinder.

Also, look for materials from these professional organizations in the Author-Title section of the card catalog:

American Society for Metals
American Society for Non-Destructive Testing
American Welding Society

Common call letters and numbers dealing with Welding Technology include:

TA 417 TA 401 - 492 TN 693

These call letters and numbers can be used for browsing through the shelves.

PERIODICALS

Primary periodicals dealing with Welding Technology include:

Welding Design and Fabrication
Welding Journal

See also: Design News, Machine Design, Tooling and Production and other magazines with occasional articles on Welding Technology.

WELDING TECHNOLOGY - Pathfinder, Cont'd.

Journal articles and other literature on Welding Technology are indexed in Readers' Guide to Periodical Literature under the following subjects:

Metals - (by name)
Radiography, Industrial
Metallurgy
Steel Metallurgy

Welders (Machines)
Welding--Equipment
X-Rays--Industrial Use

REFERENCE BOOKS

Reference books of interest include:

Metals Handbook, American Society for Metals.
(Ref TA 459 .A5)

Book of A.S.T.M. Standards, American Society for Testing and Materials.
(Ref TA 401 .A653)

Guide for the Nondestructive Testing of Welds, American Welding Society.
(TA 417 .A45 B1.0-77)

Symbols for Welding and Nondestructive Testing.
(TS 227.4 .A45 A24-76)

Materials Handbook, Brady.
(Ref TA 403 .B75)

Nondestructive Testing Handbook, McMaster.
(Ref TA 410 .M32)

American Society for Metals, Sourcebooks. (various titles)

Please ask for help when doing your research. We will be glad to help you with the card catalog, Readers' Guide, or in locating the materials you need.

Compiled by Harold Smietter
October, 1980

A.



TEST INSTRUMENTS

Electrical and Electronics Technologies

PATHFINDER TO THE LEARNING RESOURCE CENTER

BOOKS

Books dealing with Test Instruments can be located in the card catalog under the following subject headings:

ELECTRIC APPARATUS AND APPLIANCES

ELECTRIC MEASUREMENTS

ELECTRONIC INSTRUMENTS (highly relevant)

ELECTRONIC MEASUREMENTS (highly relevant)

ENGINEERING INSTRUMENTS (highly relevant)

INDUSTRIAL ELECTRONICS

MEASURING INSTRUMENTS

Instruments, by name:

CATHODE RAY OSCILLOGRAPH

CATHODE RAY OSCILLOSCOPES

OSCILLATORS, ELECTRIC

VACUUM-TUBE VOLTMETER

VOLTMETER

VOLTOHMMETER

Common call numbers dealing with Test Instruments include:

TA 165 TK 7878 thru TK 7881

these call numbers can be used for browsing through the shelves.

PERIODICALS

Primary periodicals dealing with Test Instruments include:

• Electrical Apparatus
Instruments and Control Systems
InTech

Popular Electronics
Radio Electronics

Browse in the Periodicals Area for additional journal titles.

(1)

PATHFINDER: Periodicals - Cont'd.

Journal articles and other literature on Test Instruments are indexed in Readers' Guide to Periodical Literature under the following subjects:

Electric Meters
Electronic Apparatus and Appliances
Frequency Meters
Multimeters
Oscilloscopes
Oscillators
Voltmeters
Voltohmmeters

Instruments, by name

Be sure to use "SEE ALSO" references!

REFERENCE BOOKS

Carroll, Industrial Instrument Servicing Handbook.
(Ref TA 165 .C3)

Considine, Process Instruments and Controls Handbook.
(Ref TS 156.8.C674 1974)

Croft, American Electrician's Handbook.
(Ref TK 151 .A47 1970)

Encyclopedia of Instrumentation and Control.
(Ref Q 185 .E52)

IEEE, IEEE Standard Dictionary of Electrical and Electronic Terms.
(Ref TK 9 .I478 1977)

ISA, Standards and Practices for Instrumentation.
(Ref TA 165 .I5967 1977)

Liptak, Instrument Engineers' Handbook.
(Ref TS 156.8 .I56)

Standard Handbook for Electrical Engineers.
(Ref TK 151 .S8)

Browse in "TK" section in Reference.

Please ask for help when doing your research. We will be glad to help you with the card catalog, Readers' Guide, and in locating the materials you need.

PERIODICALS LIST

Accounting Review
AISC Engineering Journal
American Machinist
Appalachia
Audiovisual Instruction
Business Week
Byte
Chemical and Engineering News
Chronicle of Higher Education
College Composition and Communication
Community and Junior College Journal
Computerworld
Consumer Reports
Datamation
Drafting and Repro Digest
Design News
Education Digest
Electrical Apparatus
Electronics
Federal Register
Futurist
Good Housekeeping
Handicapped Requirements Handbook
Industrial Education
Industrial Engineering
Instrumental Technology
Instruments & Control Systems
Journal of Chemical Education
Journal of Industry-Education Cooperation
Machine Design
Mechanical Engineering
Media and Methods
Metal Stamping
Modern Machine Shop
Modern Steel Construction
Money
Monthly Labor Review

National Geographic
NASA Tech Briefs
New Technical Books
Newsweek
Occupational Outlook Quarterly
On Computing
Physics Teacher
Physics Today
Plant Engineering
Popular Electronics
Popular Science
Power Transmission Design
Production Engineering
Psychology Today
Radio Electronics
The Reference Shelf
Rodale's New Shelter
School Shop
Science Books & Films
Science News
Scientific American
Sciquest
Smithsonian
Sports Illustrated
Teaching English in the Two-Year College
Technical Writing Teacher
Technology Tomorrow
Time Magazine
Today's Secretary
Tooling and Production
U.S. News & World Report
Vocational Education
Welding Design and Fabrication
Welding Journal
Word Processing World
Workbench
Working Woman

B

GUIDE TO THE LEARNING RESOURCE CENTER
of the
TRI-CITIES STATE TECHNICAL INSTITUTE

(Fold on dotted lines and place in page order.)

Compiled and arranged by Barbara Shearer
Edited by Ginny Buchanan



LEARNING RESOURCE CENTER STAFF

Harold Smitter, Division Head

Barbara Shearer, Librarian

Linda Perry, Night Librarian

Ginny Buchanan, A-V Technician

Carol Ward, Library Clerk

Printed September, 1980

Please ask the staff person at the circulation desk for help if you want to use the LC Subject Headings.)

Example from the LC Subject Headings book:

Household appliances
sa Irons (Pressing)
Salesmen and salesmanship—Household appliances
x Domestic appliances
Home appliances
Household equipment
Household goods
xx Home economics
House furnishings
— Collectors and collecting (*Direct*)
— Juvenile literature
— Maintenance and repair
— Problems, exercises, etc.
— Terminology

Household appliances, Electric (*Direct*)
(Economics, HD9697; Technology, TK7018-7301)
sa Electric blankets
Electric irons
Electric water heaters
Floor polishing machines
Vacuum cleaners
x Domestic electric apparatus
Electric apparatus and appliances, Domestic
Electric household appliances
x Electric apparatus and appliances
Home economics
Example under Electric industries
— Accounting
— Amateurs' manuals
 See Electric apparatus and appliances
 — Amateurs' manuals
— Maintenance and repair (TK7018;
 Amateurs' manuals, TK9901)
— Vocational guidance
— Marketing
— Noise
— Prices (*Direct*)
— Safety measures
— Standards
— Testing (TK7018)

Bold face type — Subject headings used in the card catalog
sa — See this term also
x — Term is not used as a subject heading
xx — Related term which is used as a subject heading in the card catalog

One final note: The Library Staff is here to serve you. We will be happy to help you with the LC subject headings, reference questions, and research in your subject area.

HOW TO DO A SUBJECT SEARCH

There are several methods you can use when conducting a subject search. If you know the author of a specific book on home appliances, for example, you can use the author-title catalog, locate the catalog card for the book, and scan the LC subject headings at the bottom of the card (see USING THE CARD CATALOG sections). The subject headings provide subject access to other books you may be interested in. In the example in the previous section, you see that HOUSEHOLD APPLIANCES, ELECTRIC--MAINTENANCE AND REPAIR is a subject heading used. By going to the subject catalog and looking for the subject heading HOUSEHOLD APPLIANCES, ELECTRIC--MAINTENANCE AND REPAIR, you will find other books on the same subject. Anytime you locate the catalog card of a book which is in the subject of your interest, look at the bottom of the card for other possible subject headings.

Sometimes, you will not know of a specific book on the subject and you will want to go directly to the subject catalog. There are two ways to approach the subject catalog. One is hit and miss. Sometimes you are lucky and "guess" the correct subject heading. However, most of the time patrons are not lucky when they guess and leave feeling certain that the library doesn't have material in their subject area.

The other way to approach the subject catalog is to be well-armed with subjects from the Library of Congress Subject Headings book. This is a two-volume book listing all subject headings which are used to designate the subject content of books in the card catalog.

GOAL OF THE LEARNING RESOURCE CENTER

The purpose of the Learning Resource Center (LRC) is to provide the materials and services which satisfy the particular needs of its constituency - the faculty, students, and staff of the Tri-Cities State Technical Institute. In order to do this, it is imperative that there is communication between the library staff and all groups within the Institute. The LRC staff welcomes constructive suggestions and criticism so that it may continually improve library service.

LIBRARY HOURS

Monday - Friday.....7:00 a.m. - 8:30 p.m.

Weekends.....Closed

Example of a SUBJECT CARD:

TK 7018 .H42		<p>HOUSEHOLD APPLIANCES, ELECTRIC—MAINTENANCE AND REPAIR.</p> <p>Heiserman, David L. 1940- Handbook of major appliance troubleshooting and repair / David L. Heiserman. -- Englewood Cliffs, N.J. : Prentice-Hall, c1977. xii, 333 p. : ill. ; 24 cm.</p> <p>ISBN 0-13-380295-7</p> <p>1. Household appliances, Electric—Maintenance and repair. I. Title.</p>
TK7018.H42		<p>683'.83'028</p> <p>76-10684 MARC</p>

The Learning Resource Center has a divided dictionary card catalog. One set of drawers, arranged alphabetically, contains interfiled author and title cards. If you are certain of the author's last name or the title of a specific book, bound periodical, or audio-visual material, use this catalog.

Another set of drawers in the card catalog, also arranged alphabetically, consist of catalog cards with capitalized Library of Congress subject headings typed at the top.

Example of a TITLE CARD:

Handbook of major appliance troubleshooting and repair	
TK 7018 .H42	Beiserman, David L 1940- Handbook of major appliance troubleshooting and repair / David L. Beiserman. -- Englewood Cliffs, N.J. : Prentice-Hall, c1977. xii, 333 p. : ill. ; 24 cm. ISBN 0-13-380295-7
1. Household appliances, Electric—Maintenance and repair. I. Title.	
TK7018.H42	683'.83'028
76-10684 MARC	

(NOTE: For an example of an author card, see previous section.)

LOAN PERIODS*

Students.....2 Weeks, may renew once.

Faculty, Staff.....2 Weeks suggested, one renewal.

(Material which is currently used in the classroom
may be kept for the entire term)

*If a patron needs an item that is checked out, a library staff member will contact the person with the material and request that it be returned as soon as possible. The library will then contact the patron who is waiting and hold the item for him/her. Cooperation and patience from both parties is essential in providing this service.

CIRCULATION PROCEDURE

Only those who are currently employed or enrolled in classes may borrow library material. Please present current i.D. card to the staff member, sign your name on the book or periodical card and staff member will record your Audit Control number.



KEY TO FLOORPLAN

Study Area

1

Reserve Area

6

Circulation Desk

2

Reference Collection

7

Periodicals Area

3

Card Catalog

8

Periodicals, Current

4

Information File

9

Periodicals, Bound

5

Regular Collection

10

* No materials may be removed from this point without being checked out.

KEY TO AUTHOR CARD

Classification number (This number denotes location of book on shelf and is on the spine and inside pocket of book.)

Author

Title

TK
7018
.H42

Beiserman, David L : 1940-
Handbook of major appliance troubleshooting and repair / David L. Beiser-
man -- Englewood Cliffs, N.J. : Prent-
ice-Hall, c1977.
xiii, 333 p. : ill. , 24 cm.

Publisher

Number of
pages.

ISBN 0-13-380295-7

Publication
Date

Illustrations

TK7018.H42

683'.83'028

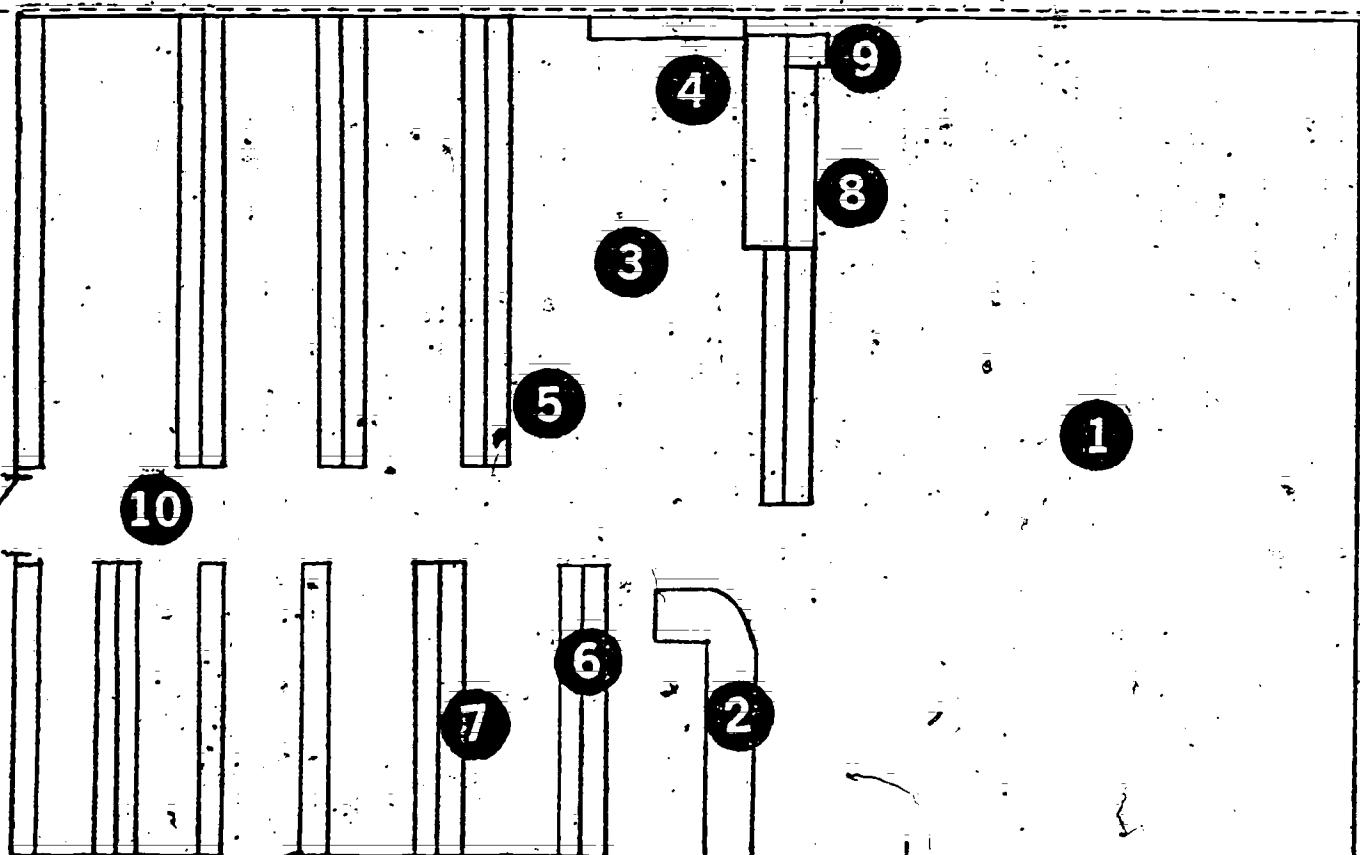
Subject
headings.

76-10684
MARC

CATALOG CARDS

This is an example of an author card (Sometimes referred to as the main entry card).

TK 7018 .E42	Beiserman, David L. 1940- Handbook of major appliance troubleshooting and repair / David L. Beiserman -- Englewood Cliffs, N.J. : Prentice-Hall, c1977. xii, 333 p. : ill. ; 24 cm. ISBN 0-13-380295-7
1. Household appliances, Electric—Maintenance and repair. I. Title.	
TK7018.E42	683'.83'028 76-10684 MARC



REFERENCE BOOKS

Reference books may not be taken from the library but may be used in the periodicals area.

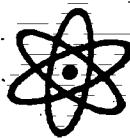
PERIODICALS

The Learning Resource Center subscribes to 80 periodicals and will increase this figure by 20 additional subscriptions this year.

Latest issues of magazines must be read in the periodicals area. Other unbound issues may be checked out for 3 days. Bound periodicals may not be checked out of the library.

PERIODICAL INDEXES

At present the LRC subscribes to one periodical index -- Readers' Guide to Periodical Literature. However, by the beginning of 1981 the Applied Science and Technology Index will be added to the collection.



Q (Science)

- QA.....Mathematics
- QB.....Astronomy
- QC.....Physics
- QD.....Chemistry
- QE.....Geology
- QH.....Natural History
- QK.....Botany
- QL.....Zoology
- QM.....Human Anatomy
- QP.....Physiology
- QR.....Bacteriology

H (Social Sciences)

- HA.....Statistics
- HB-HJ..Economics
- HM-HX..Sociology

These subdivisions are further divided by numbers. For example, TK7867 designates Electronic circuit design; TK7878.4 designates Electronic apparatus and appliances—Testing.

NOTE: If you cannot locate a particular book, please consult the librarian on duty.

LIBRARY OF CONGRESS CLASSIFICATION (LC) -- Explanation

In order to locate a specific book or to browse within a given subject area, one must first locate the proper LC call number. Library books are arranged according to the Library of Congress Classification Scheme. This scheme allows for a very specific classification of library materials into 21 major categories that are further divided into subcategories. LC is especially efficient when classifying books in technology and the sciences because it is so specific and browsing is more often successful. It is important to note here that browsing, while helpful in locating books in a given subject area, is not the most efficient or thorough method to employ when trying to locate material. Browsing is a last resort in order to locate additional books; use of the card catalog can much more efficiently direct one to a specific classification number or numbers.

MAIN SUBJECT CATEGORIES

- A.....General Works
- B.....Philosophy-Religion
- C.....Auxiliary Sciences of History
- D.....History: General and Old World
- E-F...History of America
- G.....Geography, Anthropology, Folklore, etc.
- H.....Social Sciences

- J.....Political Science
- K.....Law
- I.....Education
- M.....Music
- N....Fine Arts
- P.....Language and Literature
- Q.....Science
- R.....Medicine
- S.....Agriculture
- T.....Technology
- U.....Military Science
- V.....Naval Science
- Z.....Bibliography

LIBRARY OF CONGRESS CLASSIFICATION (LC) -- Subdivisions

Each of the 21 major subject categories is broken down into more specific categories. Although the library has most of the major categories (see previous section), the bulk of the collection falls within T, Q, and H. Subcategories for these three categories are as follows:

T (Technology)

- TA.....General Engineering, including General Civil Engineering
- TC.....Hydraulic Engineering
- TD.....Sanitary and Municipal Engineering
- TE.....Highway Engineering
- TF.....Railroad Engineering
- TG.....Bridge Engineering
- TH.....Building Construction
- TJ.....Mechanical Engineering
- TK.....Electrical Engineering, Nuclear Engineering
- TL.....Motor Vehicles, Aeronautics, Astronautics
- TN.....Mining Engineering, Mineral Industries, Metallurgy
- TP.....Chemical Technology
- TR.....Photography
- TS.....Manufactures
- TT.....Handicrafts, Arts and Crafts
- TX.....Home Economics



NEWSPAPERS

The LRC subscribes to 3 daily newspapers and 1 weekly newspaper. An additional 3 subscriptions (Sunday editions only) will be added during the year.

Newspapers may be checked out of the library for photocopying only, and they must be returned immediately after copying.

Papers are kept for 8 days (including 2 Sunday editions) and are then discarded.

RESERVES

The section to the right of the circulation desk is the reserves area. The bulk of the material in reserves is required or recommended reading for courses. Reserve items may be checked out for 1 or 2 hours use in the LRC during the day. You may check them out for overnight use after your last class of the day.

A-V MATERIALS AND EQUIPMENT

The LRC provides A-V materials for faculty check out only. An A-V catalog of holdings in the LRC is available for your use. If a specific title is requested that is not held by the library, the item will be ordered for you. The library staff will aid you in setting up A-V equipment for classroom use.

Cassette players and headphones are available for in-library use by students.



Fall Quarter 1980 QUESTIONNAIRE -- Learning Resource Center

The staff of the Learning Resource Center is continually striving to improve its service to you. In order to do this, we would like to pinpoint the areas in which we have been able to help you, as well as those areas in which we need to improve. Please fill out this questionnaire in the spirit in which it is given -- in a serious attempt to better serve YOU!

1. How often have you used the library this quarter for ANY purpose? CHECK ONE ANSWER

More than one time per week _____
On an average of once per week _____
On an average of once per month _____
Less than once per month _____
Not at all _____

2. What did you use the library for primarily? CHECK ONE ANSWER

Reading, studying _____
Locating specific information _____
Both _____

3. If you went to the library to locate a specific piece of information, did you usually find your answer? CHECK ONE ANSWER

yes _____ no _____ does not apply _____

If not, did you ask for help? CHECK ONE ANSWER

yes _____ no _____

4. Upon asking the person at the desk for help, did you usually receive satisfactory answers to your questions? CHECK ONE ANSWER

yes _____ no _____ does not apply _____

5. Would you like to see more popular reading added to the library collection outside your subject areas, such as bestseller novels and People magazine? CHECK ONE ANSWER

yes _____ no _____ no opinion _____

6. Do you feel we need more books OR magazines in your curriculum?

books _____ magazines _____ no opinion _____

Fall Quarter 1980 Questionnaire - Cont'd.

7. What areas of NON-popular books and magazines would you like to see added to the library in your subject areas?

name subject area(s) _____

8. What is your curriculum?

9. Do you have a copy of the Guide to the Learning Resource Center?
CHECK ONE ANSWER

yes _____ no _____

If yes, did it help you in using our library? CHECK ONE

yes _____ no _____ somewhat _____

10. Have you had occasion to use a Pathfinder to the Learning Resource Center? CHECK ONE ANSWER

yes _____ no _____

If yes, which Pathfinder(s) did you use?

Did the Pathfinder(s) help you locate materials in your subject? CHECK ONE ANSWER

yes _____ no _____ somewhat _____

11. What areas do you feel that we need to cover more fully in library orientation?

12. Additional comments/suggestions:

Tri-Cities State Technical Institute

BIBLIOGRAPHIC INSTRUCTION SCRIPT

(Includes brief slide identifier, number and narration)

Slide 1 Title Graphic

Learning Resource Center, Tri-Cities State Technical Institute, Blountville, Tennessee.

Slide 2 Students Peering into the Learning Resource Center

The Learning Resource Center (LRC) of the Tri-Cities Tech is a service offered to both students and faculty. Inside you will find a place to study, do research or browse on subjects of interest to you. With this presentation, we hope to make you feel comfortable in using our library. Feel free to ask questions as we go along.

Slide 3 LRC Guide

This is a copy of our guide. After today's presentation, please read through it so you'll know what pages to turn to in answering specific questions. Library hours, rules and policies; strategies for using the library and card catalog; and a list of periodicals to which we subscribe are all covered. You might want to keep your copy with your notebook so you can refer to it when using the library.

Slide 4 View at Door of Library

As you enter the library, to the right is the general reading area and to the left are the periodicals area, book stacks, and circulation desk.

Slide 5 Pathfinder Shelf

Here, on the shelves to the right, you'll find our Pathfinders, which cover many subjects from drafting to data processing. They'll help you locate books in the card catalog, periodical articles in Readers' Guide, and other information related to specific curriculums.

Slide 6

Group of Pathfinders

Ask us if we have a Pathfinder in your subject or look through the Pathfinders on the shelf. I've brought a sample of each, which you may look through to see if we've covered your curriculum. If you find one which interests you, come into the library and pick up a copy. The left margin is wide enough to be punched so you will be able to keep it in your notebook.

Slide 7

Front of Test Instruments Pathfinder

Please refer to the Test Instruments Pathfinder which I handed out. On the front of a Pathfinder you will find:

- (1) Most subject headings used in the card catalog for books about that topic; and
- (2) Call numbers where most books on this subject can be found.

Slide 8

Back of Test Instruments Pathfinder

On the back of a Pathfinder you will find:

- (1) Subject headings used in Readers' Guide for this subject; and
- (2) A list of reference books pertinent to this subject.

Slide 9

Search Procedure Graphic

The first thing you should do when trying to find information on a subject is to plan a search procedure. If you learn how to locate materials in our library, you will have a much easier time using other libraries since most others will be similar in organization. The first step in your search procedure involves the use of the card catalog.

Slide 10

Front View of Entire Card Catalog

First, you should know how to use the card catalog when you want to locate books on your subject. When we say that a book is cataloged, we mean that cards are made which describe the book, and the cards are filed in the card catalog. As an index helps you use a book, the card catalog acts as the index to the books and other materials in the library.

Our card catalog is divided into two sections. This type of catalog is called a divided card catalog.

Slide 11

Subject Section of Card Catalog

One section contains all of the catalog cards which describe books by their subject.

Slide 12

Author/Title Section of Card Catalog

The other section contains only those cards which identify a book by either author or title. Be sure you are looking in the right place when you are using the card catalog.

Not all catalogs are divided. Some card catalogs have all cards -- author, title and subject cards -- interfiled into one large catalog, instead of being divided into two smaller catalogs. This type of card catalog is called a dictionary card catalog.

Slide 13

Introduction to Five Graphics Card Catalog

The card catalog serves many functions for our library.

Slide 14

1. It Indexes Materials

It indexes books and other materials. First, the cataloger determines which subject (or subjects) a book covers. A subject card is prepared for each one of these subjects, and is filed in the subject section of the card catalog. For example, a librarian is cataloging a health food cookbook, which is about: (1) specific health foods, (2) cooking, and (3) it contains a substantial section about nutrition. As a library patron, you may want to locate a book about health food, nutrition, OR cooking. By indexing the book in all three subject areas, the cataloger has made it possible for you to locate the book by any of these three subjects.

Slide 15

2. It Identifies Materials

(2) The card catalog identifies materials. To identify each book, the cataloger prepares a card for the author and the title. If you want to locate a specific title or see if we have any books by a specific author, you can check the author/title section of the card catalog.

Slide 16

3. It Locates Materials

(3) The card catalog locates materials. Each catalog card, whether it is an author card, title card, or subject card, contains a call number. The same call number for a specific book will appear on the catalog cards, the spine of the book, the book card and pocket for the book. Each book in our library has its own unique call number. Use this number to locate the book you want when you look on the shelves.

Slide 17

4. It Provides Information About Library Materials

(4) The card catalog provides information about library materials. The catalog card will provide the following information about the book it describes:

1. Author	6. Number of pages
2. Title	7. Size
3. Editor	8. Illustrations, if any
4. Publisher	9. Subject content
5. Date of pub.	10. Call number

Next, we'll use examples to illustrate each of the functions of the card catalog.

Slide 18

Author Entry (Patrick Book)

If you know an author's name and want to locate a book or books by the author, look in the author/title section of the card catalog under the author's name. Be sure to look at the top line of the card.

Slide 19

Title Entry (Patrick Book)

If you know the exact title, look in the author/title section. The title will appear at the very top of the card as well as after the author's name.

In some cases, the title will appear only once and will be located lower down on the card. However, the card will still be filed alphabetically by the title since it is the first typed line of the catalog card.

Slide 20

Edition Statement (Patrick Book)

Each catalog card will give a description of the book. Let's explain some of the information you may find on a catalog card. This is the edition statement. In our example, it is obvious that a first edition exists, because it states "2nd edition." However, you may have to look at the card filed behind this one if you want a more recent edition. If you need help in determining whether you have located the most recent edition of a book, please ask for help.

Slide 21

Publisher (Patrick Book)

This is the name of the publisher. In most cases, this won't matter to you, but sometimes it helps you identify a specific book. A series of books will sometimes be filed together under the publisher's name. Example: Time/Life Series.

Slide 22

Publication Date (Patrick Book)

This is the publication date which further describes the book. This information will prove essential, whether you want a recent book or an older one.

Slide 23

Physical Description (Patrick Book)

The catalog card also describes what the book looks like -- the number of pages, the height in centimeters; and more importantly, whether the book is illustrated or contains portraits, maps, bibliographies or indexes.

Slide 24

Call Number (Patrick Book)

This is the Library of Congress call number. Write down all lines of the entire number. The call number not only indicates the subject content of the book, but also tells you exactly where to find the book on the shelf.

Tracings (Patrick Book)

At the bottom of each card, you will find the subject headings, which are used to describe the subject content of the book. They are also called "tracings" or "subject tracings."

Subject tracings are numbered with Arabic numerals. The corresponding catalog cards will be filed in the subject section of the card catalog.

Subject headings will always be typed at the top of each subject card in capital letters. In this case, there will be three subject cards: One for "Engineering Instruments," one for "Pneumatic Control," and one for "Electronic Instruments." All three cards are filed alphabetically by the top line in the subject section of the card catalog.

It will be very useful for you to check the subject headings at the bottom of each catalog card. Often they can supply you with ideas of additional subject headings to check. In our example, you may have looked in the card catalog for books on "Electronic Instruments" and located this book by Patrick. By looking at the subject tracings at the bottom of the catalog card, you decide to look under "Pneumatic Control" as well.

All cards for a book will look exactly alike except for what is typed at the top of the card. You may refer to the LRC Guide for examples of cards.

Title Tracing (Patrick Book)

Title and author tracings, also found at the bottom of catalog cards with subject tracings, have Roman numerals in front of them. Catalog cards for these are filed in the author/title section of a divided card catalog.

Author Tracing (Patrick Book)

This is an author tracing. In this case, the Sams Company was traced as the author of the first edition. Patrick became the author when the second edition was written.

A company or organization may also be listed as the author of a book.

Slide 28

"Engineering Instruments" Tracing (Patrick Book)

Here are the subject cards found in the subject section of the card catalog for the Patrick book.

Slide 29

"Engineering Instruments" Tracing (Patrick Book)
Close-Up

Here is the "Engineering Instruments" tracing.

Slide 30

"Pneumatic Control" Tracing (Patrick Book)

Here is the second subject heading -- "Pneumatic Control."

Slide 31

"Electronic Instruments" Tracing (Patrick Book)

And the third -- "Electronic Instruments."

Slide 32

Filing Order For Catalog Cards

In the catalog, cards are filed from the top line down, alphabetically, letter-by-letter. These cards will be found in the subject section.

Please note that the subject heading is typed in capital letters.

Slide 33

Filing Order For Catalog Cards

These cards will be filed in the author/title section of the card catalog. Please note that the title or author tracings are typed in lower case letters. In a dictionary card catalog, this will help differentiate the three types of cards (author, title and subject) when they are interfiled.

Incidentally, the cards which have red stripes at the top are audiovisual materials. At present we have no provision for showing them on an individual basis. If you are especially interested in one, however, ask a staff member. A card with a brown stripe indicates a periodical.

Library of Congress Subject Headings Books on Shelf

When you are trying to find a book, and you already know the title or the author, it is simple to locate the book in the author/title section of the card catalog.

However, it is not usually this simple to decide what subject heading will be used in the card catalog. This is why we have the Library of Congress Subject Headings. -- the two red volumes beside the card catalog.

Library of Congress Subject Headings lists all subject headings which may be used in the card catalog. Often, people leave libraries thinking that there are no books on their subjects, when they simply haven't looked for or found the right subject headings.

For instance, most books dealing with "job hunting" can be found in our catalog under the subject heading "Applications for Positions." Had you gone to the card catalog and looked under "job hunting," you would have mistakenly assumed that we had no books on the subject.

LCSH Symbols-Page

Let's explain the symbols used in the LCSH.

Headings in bold type are allowable for use in the card catalog.

"See also" (sa) refers you from a broad subject to a narrow or more specific heading such as "Engineering" sa "Electrical Engineering." In addition, "sa" refers you to other subjects which are related such as "Measuring Instruments" sa "Electric Measurements."

"xx" refers you from a specific or narrower heading to a broader term. For example: "Voltmeter" xx "Electronic Instruments," because a voltmeter is a type of electronic instrument. "xx" also refers you to other related subject headings, such as "Electric Measurements" xx "Electric Currents."

"x" means that this word or words is not used in the card catalog and that the subject heading in bold type is used instead.

The following examples will help you understand and use these symbols.

Slide 36

"Test Instruments" in LCSH

Please refer to the front of your Test Instruments Pathfinder. The search procedure we used to compile this Pathfinder is the same procedure you should follow to find information on any subject.

You are looking for a book on test instruments. You may look in the card catalog under "Test Instruments," find nothing and leave. On the other hand, you may look in Library of Congress Subject Headings and find that "Test Instruments" is not a term which is allowed for use in the card catalog.

Slide 37

"Instruments" in LCSH

Next you decide to check "Instruments."

Slide 38

"Instruments" Close-up in LCSH

Here "Instruments" is listed but is not printed in bold type. Instead, it refers you to "Electronic Instruments."

Slide 39

"Electronic Instruments" in LCSH

When you look under "Electronic Instruments," you find several related terms. Terms beside and below a symbol apply to that symbol until another one appears.

(Go through each symbol section: "sa," "xx," "x" to explain how the terms under each symbol relate to electronic instruments.)

Slide 40

"Electronic Measurements" in LCSH

If you were to look under "Electronic Measurements" as referred by the "sa," you might find other appropriate headings. While using LCSH, write down the headings in bold print which may apply to your subject interest. Then look in our card catalog for them.

At present, we are pencilling in check marks beside subject headings as well as writing in subject headings into the LCSH volumes which we have used in our card catalog.

Remember, LCSH simply tells you which headings are allowable. We use only those subject headings for which we have books in our library. (Emphasize this point.)

Please ask if you feel you need assistance in using LCSH or if you've used the headings and cannot locate anything. We may be able to come up with some more ideas. If you have narrowed your search too much, you may want to use a broader subject heading. For example, our library may have a few (or no) books under "Voltmeters" but many under "Electronic Instruments."

Suppose you want to look for books on another subject. What subject headings in LCSH might we want to look under for books about "Moonshining?" (STOP)

Let's remember these. We'll compare them with some headings we used in our search procedure.

Slide 41

"Bootleg" in LCSH

First, we'll look under "Bootleg." But we find nothing.

Slide 42

"Alcohol" in LCSH

Next, we'll look under "Alcohol" as pictured in the center column.

Slide 43

"Alcohol" Close-up in LCSH

As we scan "Alcohol," we discover "Distillation."

Slide 44

"Distilling, Illicit" in LCSH

When we scan "Distillation," further down the column we notice "Distilling, Illicit." Here we see an "x" which indicates that everything listed for that symbol is not used as a subject in the card catalog. Hence, "Moonshining" is not used. Instead, "Distilling, Illicit" has been used. We've now located the right subject heading.

Slide 45

"Distillation Apparatus" in LCSH

When we look under "Distillation Apparatus," we see that this heading is used instead of "Stills." Write down both "Distillation Apparatus" and "Distilling, Illicit." Now, if we don't find any books, we can be reasonably certain that the library doesn't have books on the subject.

Slide 46

"Stills" in LCSH

Had we looked under "Stills"...we would have been directed to "Distillation Apparatus."

Slide 47

"Moonshining" in LCSH

If we had looked under "Moonshining," we would have been referred directly to the correct heading. The best strategy is to give it a good try, check several places in LCSH, then ask for help if you don't find what you are looking for.

Slides 48,
49, 50, 51

Call Number on Card

Once you've located a book on a subject, write down the entire call number. Our books are arranged on the shelves according to the Library of Congress Classification System. This scheme allows for a very specific classification of library materials by major categories that are further divided into subcategories. Refer to the LRC Guide for a listing of these.

The top line tells you the subject. "T" stands for books about Technology. "A" further divides Technology and stands for books on General Engineering. Next are further subdivisions by number, and finally the date of publication. (The date of publication is not always included in the call number, however.)

Slides 52,
53, 54, 55,
and 56

Carl Sagan, The Dragons of Eden

Let's use another example: You are looking for a book with the call number BF431.S2. First, go to the open stacks past the reference shelves. Then go past the aisle which leads into the library office. Next, look at the signs at the end of each set of book stacks until you locate the section which includes BF.

Books are first arranged alphabetically by the top line of the call number. Now read the second line and follow the number up to 431. Here is the book -- right after BF408 but before BF431.S873. There are two BF431 books, so you drop to the next line. Since all numbers and letters after the first decimal point are treated as a decimal, .S2 comes before .S873.

Slides 57
and 58

Tony and Lois at Card Catalog and Shelves

If you need help finding a book, ask the student worker or library staff member at the circulation desk.

Slide 59

Reserve Book Stacks

This is the reserve section. Books are placed on reserve because they are high-use items or because instructors intend to assign specific readings from them.

Reserve books may be checked out either for 2 hours or for overnight after your last class of the day. They must be returned before your first class the next day you have classes. The loan period is short so everyone will be able to use the materials.

Anytime you cannot locate a book and it is not on reserve, it may be checked out. Ask at the circulation desk, and we will attempt to locate it. If another student has checked out the book, we will "hold" it for you when it returns.

Slide 60

Reference Book Stacks

Reference books are shelved here. Types of reference books include....

Slide 61

Picture of Reference Books

....atlases, annuals, handbooks, dictionaries, encyclopedias, directories, and almanacs. These give concise explanations of subjects or statistical data which are not easily found in other books. One would not care to sit down and read reference books from cover to cover, but rather would use them for quick, summarized information. Reference books cannot be checked out, but may be used in the periodicals area. However, we will arrange to check out reference materials to take to class, lab and shop, or to make photocopies. We will be happy to help you use any of the reference books.

Slide 62

Reference Book Call Number

Reference books have "Ref" typed at the top of the call number on the spine of the book, on the catalog cards, and book cards.

Slide 63

Manuals

Some specifications manuals, equipment manuals, and catalogs are located in the library and many are located in the shops. If in doubt, ask either your instructor or a member of the library staff.

Slide 64

Paperbacks

While we are adding a few fiction books and some personal interest books to our regular collection, we also have paperback books which you may check out for two weeks with one renewal.

The second step in a good search procedure involves the use of Readers' Guide to Periodical Literature.

Slides 65
and 66

Readers' Guide

As in all libraries, magazines provide up-to-date information in summary form before it is published in book form.

Readers' Guide to Periodical Literature acts as an index to articles in selected magazines. It indexes magazines in your area of study such as Popular Electronics, Business Week, Workbench, as well as magazines of general interest such as Time, Newsweek, and Sports Illustrated.

Readers' Guide is published in two forms. The green bound volumes cummulate articles for twelve month periods. Until a bound volume is printed, Readers' Guide publishes a series of paper supplements. We place these in binders next to the bound volumes.

Readers' Guide is arranged to include the author, title and subjects of an article. Unlike the card catalog, author, title and subjects are arranged in one alphabet.

Slide 67

Readers' Guide Sample Entry

Article citations appear in this sequence: subject, title, author, whether it is illustrated, magazine name, volume number of magazine, page numbers, and date of magazine.

The subject headings used for the card catalog and those used for Readers' Guide are not necessarily the same. Remember, the vocabulary of subject headings for use in the card catalog is the LCSH. Readers' Guide, on the other hand, has its own vocabulary. However, there is no handy list of subject headings for you to use with Readers' Guide so you will have to check several headings which seem appropriate to you. When you are provided with a "see also" reference, be sure to use it.

Let's use the "Moonshining" example as a comparison between LCSH and Readers' Guide subject headings..

Slide 68

"Distillation Apparatus" in Readers' Guide

Under "Distillation Apparatus," we find these articles. Note that subject headings used in Readers' Guide are printed in bold face type. Under "Distilling Illicit," you are referred to "Moonshining."

Slide 69

"Moonshining" in Readers' Guide

If you remember, we are not allowed to use "Moonshining" as a subject heading in the card catalog.

Slide 70

"Stills" in Readers' Guide

If you had looked under "Stills" in Readers' Guide you would have found a reference to "Distillation Apparatus."

Slide 71

"Alcoholic Beverages" in Readers' Guide

Several articles are listed under "Alcoholic Beverages." The "see also" reference refers us to additional subject headings. Let's follow the reference to "Wine."

Slide 72

"Wine" in Readers' Guide

Under "Wine," we find even more articles.

(STOP)

Next, we'll go through the process of locating a magazine article. We will start by locating an article in Readers' Guide and then locate the article in our library.

Slide 73

Student Looking at Newspaper Ads for Movies

Suppose you are trying to decide which movie you'd like to go to and you want to read some movie reviews. For our example, we would like to find a review of "Honeysuckle Rose."

(STOP)

(Ask for suggestions of appropriate subject headings.)

Slide 74

Movies see "Motion Pictures" in Readers' Guide

You look under "Movies" and are told to see "Motion Pictures."

Slide 75

"Honeysuckle Rose" in Readers' Guide

"Motion Picture Reviews -- Single Works" lists movies by titles and where they have been reviewed. Listed here are the reviews of "Honeysuckle Rose." Please write down this citation on a piece of paper, so you'll be able to see how articles are cited in Readers' Guide and how to locate them in our library:
Time il 116:66 Jl. '28, '80."

Slide 76

Abbreviations Page in Readers' Guide

To find out what "il" means, turn to the Abbreviations page in the front of each issue of Readers' Guide. "Il" is the abbreviation which indicates that the article is illustrated. Another important abbreviation is "bibl" which stands for bibliography. If an article has a bibliography, it will help you in locating additional information on your subject.

(15)

Slide 77

Abbreviations of Periodicals Indexed

At the front of each issue or volume of Readers' Guide is a section called "Abbreviations of Periodicals Indexed." The full title of each periodical will be listed beside the abbreviated title.

Also, you will find which periodical titles are found in our library. A red asterisk will be marked next to the magazine titles which we subscribe to. If we do not subscribe to the magazine, you can either check the ETSU* library or go to your local public library to request a photocopy by inter-library loan. Be sure you have written down the complete citation from Readers' Guide to take with you..

Some Readers' Guide issues may not have any articles on your subject. Expect to look at several paper issues and bound volumes of Readers' Guide to find as many articles as you need. If you are trying to locate the most recent information on a particular subject, start with the issues in binders and work back to the bound issues.

*(East Tennessee State University - local university library, Johnson City, Tennessee.)

Slide 78

Periodicals Section to Locate Time Magazine

To continue, refer to your citation -- Time 11
116:66 J1 '28, '80.

Latest issues of magazines are located in the current periodicals area. In the display rack to the right are the most recent issues. In the shelves against the wall, you will find issues up to twelve months old. In our example this Time magazine issue is too old for either location.

Slide 79

Bound Periodical Section to Find Time Magazine

The bound periodicals section begins at the end of the regular book stacks. The periodicals are arranged alphabetically by title.

Please note that we do not bind all magazines. Time magazine is one title which we do bind, however.

Slides 80
and 81

Bound Periodical Section to Find Time Magazine

Volume numbers come in very handy when the title you are searching for has several volumes. The date of the specific issue will also be important when more than one volume of a bound magazine has the same volume number.

Slide 82

Loose Issues of Time Magazine

On the magazine cover you will find the exact date of the issue as cited in Readers' Guide... July 28, 1980. This issue is not bound yet.

Slides 83
and 84

Time Close-up

The review appears on page 66 of this issue.

Slides 85
and 86

Time Close-up of Review

As promised, the review is illustrated.

(STOP)

Now that you know how to find books and magazine articles, there are a few simple rules and procedures to keep in mind when using our library.

Slide 87

"Give Your Mouth the Day Off" Poster

This goes without saying -- in any library.

Slide 88

View of Students Studying

At the moment we are short of space, and very long on books, shelves and people, so we have to ask you to think of other people when you are using the library. We may ask you to keep your voices down from time to time so please don't feel that we are singling you out.

Slides 89
and 90

Current Periodicals Loan

Next, our periodical loan periods are easy to remember: the very latest issue of a magazine cannot be checked out and must be used in the periodicals area. As each new issue arrives, the older issue is moved to the boxes.

Slide 91

Periodicals Loan

Other issues which are not bound may be checked out for 3 days or over the weekend.

Bound issues may be checked out and taken to the main office for photocopying.

Slides 92
and 93

Periodicals Section

Seating space in the periodicals area is reserved for those who want to read current magazines or use reference books. All other material must be checked out before being taken to the general reading area.

Slides 94,
95 and 96

Checkout Procedure

To check out books or magazines, write your name on the white book card or the yellow magazine card and present your ID card to the student worker at the desk. He or she will write your audit control number on the card. You may check out books for 2 weeks with one renewal, magazines for 3 days, and reserve books for 2 hours or overnight.

If you do not have a sticker for the current school term, we will hold the books for you while you go to the Business Office to get one.

Slide 97

How Many Books May I Check Out?

No limit is placed on the number of books you may check out, but we request that you do not check out all of the books on any one subject.

Always feel free to ask questions any time you need help.

Slide 98

The End

Slide 99

Credits

(Written and produced by Harold Smitter, Barbara Shearer, and Linda Perry. January, 1981.)